



Village of Wales
129 W. Main Street
P.O. Box 47
Wales, WI 53183
262-968-3968

Bartender (Seller / Server) License

[Click here for the application form](#)

The application must be filled out completely and must be notarized.
Notary Public service is available in the Clerk's Office.

The \$30 license fee must be paid by cash or check.
(Please make all checks payable to: Village of Wales)

A record check will be completed by the Police Department. If the record check reveals tickets or charges which were not reported on your application, your application may be rejected and the fee forfeited. To have your application considered, it would be necessary to reapply, providing complete information, and paying the reapplication fee of \$20.00. You will be able to view your record check at the time of reapplying for your license.

State law requires that applicants complete an approved Responsible Beverage Server's course if they have neither held a license nor completed the course within the last 2 years. Proof must be supplied before a license will be issued. The course is offered at the [Waukesha County Technical College](#). For questions about the course, please call WCTC at (262) 691-5254. Please know that you may also take the course online at www.learn2serve.com

The Village Board reviews all applications and approves or denies the request.

The record check takes approximately 5-7 business days to process. If there are no drug and/or alcohol related charges on your record, a temporary license may be issued. This is valid for up to 60 days, but cannot be renewed or extended. Please note that a temporary license can only be issued once the record check is completed. You must show proof that you took and pass the Responsible Beverage Server's course in order to obtain your regular license.

For additional information about licensing or to obtain applications, contact the Clerk/Treasurer's office at (262) 968-3968.